



ACCOUNT OPENING DOCUMENTS - UNINCORPORATED JOINT VENTURE ACCOUNT

- ✓ **True copies certification:**
 - A certified public accountant / lawyer / banker / notary public in a Financial Action Task Force (FATF) member / comparable jurisdiction acceptable to HSBC; or
 - Hong Kong Institute of Chartered Secretaries (HKICS) member; or
 - HSBC branch officer.
- ✓ **Recommended Format:** Certifier must sign and date the copy document (printing his/her name clearly in capitals underneath) and clearly indicate his/her position on it. Certifier must state that it is a true copy of the original (or words to similar effect) and the number of pages to be recorded.
- ✓ **ALL joint venture partners must be present for the account opening.**
- ✓ **For sample of the required documents, please refer to the below website:**
http://www.commercial.hsbc.com.hk/1/2/sampledoc_e

A. Company Registration Documents

1. Joint Venture Agreement
2. Valid Business Registration Certificate of the joint venture
3. Business Registration Form 1(c) obtainable at Inland Revenue Department
4. Full set of documents from each joint venture partner - please refer other appropriate checklist (e.g. limited company incorporated in Hong Kong checklist)

B. Document Required from ALL Authorised Signatories, ALL *Beneficial Owners, one Key Controller and ALL ^Persons Purporting to Act

1. Government Issued Identification Document

C. Information Required for ALL Beneficial Owners

1. Jurisdiction of Tax Residence

D. Information Required from ALL Beneficial Owners, ALL Persons Purporting to Act, ALL Key Controllers and ALL Direct Appointees

1. Residential Address and Permanent Address (if different from residential address)

E. Foreign Account Tax Compliance Act (FATCA) Documents

1. Applicable HSBC declaration form and/or IRS W form to establish your tax status under FATCA. For document templates and more information about FATCA, please refer to the HSBC website at www.fatca.hsbc.com/en/cmb/hongkong or IRS website at www.irs.gov/FATCA

F. Common Reporting Standard (CRS) Documents

1. Applicable CRS Self Certification Form to establish your tax status under CRS. For document templates and more information about CRS, please refer to the HSBC website at <http://www.crs.hsbc.com/en/cmb/hongkong> or HKIRD website at http://www.ird.gov.hk/eng/tax/dta_aeoi.htm

G. Payments and Forms for Account Opening

1. HKD cheque of **HKD10,000** for initial deposit, account application fee and special company account opening charges, where applicable. (Please refer to the latest commercial tariff - <http://www.commercial.hsbc.com.hk/1/2/commercial>)
2. Mandate, account opening form and signature cards
3. Minutes of meeting

H. Source of Wealth / Source of Fund Supporting Documents

Acceptable supporting document(s) for Initial Source of Wealth includes but not limited to:

From Associated Company / Parent Company

- i. Financial statements / audited accounts / bank statements of the related company **AND**
- ii. Document(s) to evidence the connection between the subject company and the related company such as ownership chart, company registry disclosure or other relevant company documents.

Loan / Bank Funding

- i. Proof of loan / funding for the subject company, e.g. confirmation of success application for funding for start-up

Acceptable supporting document(s) for Ongoing Source of Wealth includes but not limited to:

- i. Latest audited / unaudited financial statements, 3-6 months' bank statements, annual reports and trading records
- ii. Parent's annual report and accounts where Customer is consolidated into the Parent's financials

Ultimate Beneficial Owners Source of Wealth supporting document(s) includes but not limited to:

Inheritance

- i. Government issued document which may evidence the inheritance e.g. letter of probate **OR**
- ii. Will **OR**
- iii. Bank statement(s) which could evidence the inheritance

Loan / Bank Funding

- i. Bank statement(s) which could evidence the funding

Money from Family Members, or Close Associates

- i. Bank statement(s) which could evidence the gift from family **OR**
- ii. Declaration by the family member(s)

Personal Saving

- i. Bank statement(s) which could evidence the personal saving **OR**
- ii. Salary proof such as pay slip, tax return, bank statement, etc. prior to establishment of the company

Investments

- i. Proof of possession of asset / properties **OR**
- ii. Proof of sale of business / asset / properties

Important Note:

- (a) If certified documents are not in English or Chinese, an English translation of the same should be provided.
- (b) *Beneficial Owners in relation to a corporation (if fulfils any of the following criteria): means an individual who,
- owns or controls, directly or indirectly, including through a trust or bearer shares holding, not less than 10% of the issued share capital of the corporation; or
 - is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights at general meetings of the corporation; or
 - exercises ultimate control over the management of corporation; or
 - if the corporation is acting on behalf of another person, means the other persons.
- *Beneficial Owners in relation to a partnership (if fulfils any of the following criteria): means an individual who,
- is entitled to or controls, directly or indirectly, not less than 10% share of the capital or profits of the partnership; or
 - is directly or indirectly, entitled to exercise or control the exercise of not less than 10% of the voting rights in the partnership; or
 - exercises ultimate control over the management of corporation; or
 - if the partnership is acting on behalf of another person, means the other person.
- *Beneficial owner in relation to a person other than corporation or partnership (if fulfils any of the following criteria): means an individual who,
- ultimately owns or controls the persons; or
 - if the person is acting on behalf of another person, mean the other person.
- (c) ^Person Purporting to Act on behalf of the Customer is a person appointed to act on behalf of the entity to establish banking relationships, or may be authorised to give instructions to conduct various activities through the account or the business relationship established. Examples of PPTA include:
- Person who act on behalf of the entity to establish business relationships with the Bank
 - Authorised Signatories (AS) with sole authority over an account or with unlimited authority in moving funds in and out to third party accounts
- (d) The bank may request you and/or connected parties to provide further account opening details and documents when necessary, such as address proof, business proof.
- (e) **Documents submitted will be subject to the review and approval of the Bank. The Bank has the sole and absolute discretion in deciding whether to accept your account opening application and is not obliged to provide any reason for its decision. Documents submitted will not be returned irrespective of whether the account is eventually opened.**

Thank you for choosing HSBC

Account Opening Enquiries: (852) 2748 8238